



THRIFT SAVINGS PLAN

EXCEPTION TO SPOUSAL REQUIREMENTS

TSP-16

Use this form to request an exception to the Thrift Savings Plan (TSP) spouse notice and signature requirements. **Read the instructions on the back before completing this form.** Type or print the information requested.

I. INFORMATION ABOUT YOU

1. Name _____
Last First Middle
2. Social Security No. _____ - _____ - _____ 3. Date of Birth _____ / _____ / _____
Month Day Year
4. Daytime Phone (Area Code and Number) (_____) _____ - _____
5. Address _____
Street address or box number
6. City _____ 7. _____ 8. _____
State/Country Zip Code
9. I am applying for a Thrift Savings Plan: ☐ Loan ☐ Withdrawal

II. REQUEST FOR EXCEPTION

10. Whereabouts Unknown

- ☐ **For Federal Employees' Retirement System (FERS) Participants.** I am asking for an exception to the requirement to obtain the signature of my spouse identified below, because I do not know where my spouse is. The required statements or police, agency, or judicial determinations are attached to this form.

Name of Spouse _____
Last First Middle

- ☐ **For Civil Service Retirement System (CSRS) Participants.** I am asking for an exception to the requirement to notify my spouse identified below, because I do not know where my spouse is. The required statements or police, agency, or judicial determinations are attached to this form.

Name of Spouse _____
Last First Middle

11. Exceptional Circumstances

- ☐ **For FERS Employees Only.** I am asking for an exception to the requirement to obtain the signature of my spouse identified below, because exceptional circumstances make it inappropriate for me to obtain my spouse's signature. A copy of an order or determination of a court or other governmental body which recites the exceptional circumstances is attached.

Name of Spouse _____
Last First Middle

III. YOUR SIGNATURE AND CERTIFICATION

I certify that the information I have provided is true to the best of my knowledge. **Warning:** Any intentional false statement in this request or willful misrepresentation concerning it is a violation of the law that is punishable by a fine of as much as \$10,000 or imprisonment for as long as 5 years, or both (18 U.S.C. 1001).

12. _____ 13. _____
Participant's Signature Date Signed

IV. OFFICIAL USE ONLY

14. Retirement System: ☐ FERS ☐ CSRS
15. ☐ Approved ☐ Disapproved 16. _____
Title of Approving Official
17. _____ 18. _____
Signature of Approving Official Date Signed

PRIVACY ACT NOTICE. We are authorized to request this information under Title 5, U.S. Code Chapter 84, Federal Employees' Retirement System, Subchapter III, Thrift Savings Plan. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you give us to process your request for an exception to spousal requirements. This information may be shared with other Federal agencies in order to administer your account or for statistical, auditing, or archiving purposes. It may also be shared with Federal, state, and local agencies to determine benefits under their programs, to obtain information necessary under this program, or to report income for tax purposes. In addition, we may

share this information with the Parent Locator Service, Department of Health and Human Services, for the purpose of enforcing child support obligations against the TSP participant. We may share this information with law enforcement agencies when they are investigating a violation of civil or criminal law. We may give this information to financial institutions, private sector audit firms, annuity vendors, current spouses and, to a limited extent, former spouses and beneficiaries. Finally, this information may also be disclosed to others on your written request. While the law does not require you to give any of the information we are asking for on this form, it may not be possible to process the actions you request by this form if you do not give us this information.

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

Make a copy of this form and all documents for your records. Mail the original form along with supporting documents to:

Thrift Savings Plan Service Office
National Finance Center
P.O. Box 61500
New Orleans, LA 70161-1500
Telephone number: (504) 255-6000
TDD: (504) 255-5113

By law, your spouse (including a separated spouse) is given certain rights which must be taken into consideration when you withdraw or borrow from your TSP account. These legal requirements are summarized in the chart below. It is your responsibility to obtain the signature of your spouse if it is required. The TSP is responsible for sending any required notice to your spouse. The notice does not contain personal information about you; it informs your spouse of your withdrawal choice or that you have applied for a loan from your TSP account. The notice does not give your spouse a right to the money in your TSP account.

The TSP will notify you of the decision regarding your request for an exception to the spouses' rights requirements. An exception may only be granted under limited conditions.

Activity	Retirement System	Requirement	Exception
Withdrawal	FERS	Waiver of annuity benefit by spouse*	Whereabouts unknown or exceptional circumstances
Withdrawal	CSRS	Notification of spouse*	Whereabouts unknown
Loan	FERS	Consent of spouse	Whereabouts unknown or exceptional circumstances
Loan	CSRS	Notification of spouse	Whereabouts unknown

* These requirements do not apply if your vested account balance is \$3,500 or less at disbursement.

Note: A withdrawal election or loan application received within one year of an approved exception may be processed as long as the spouse named on the form is the spouse for whom the exception has been approved.

SECTION I

1-9: Complete all items in this section.

SECTION II

10: Whereabouts Unknown. If you are requesting an exception to the spousal requirements because your spouse's **whereabouts are unknown**, you must attach to this form either:

- a court order which states that the whereabouts of your spouse are unknown, OR
- a police or governmental agency determination issued by the appropriate department or division head which states that the whereabouts of your spouse are unknown, OR
- three statements (one by you and two by other persons). Your statement must (1) give the full name of your spouse; (2) state that your spouse cannot be found; and (3) **describe the efforts made** to locate your spouse. The statements by the other two persons must support your statement that you do not know the whereabouts of your spouse. Each statement must be signed and dated and must state the following:

I understand that a false statement or willful misrepresentation is punishable under Federal law (18 U.S.C. 1001) by a fine or imprisonment or both.

11: Exceptional Circumstances (FERS only). If you are a married FERS participant and the signature of your spouse is required to waive a joint annuity or consent to your loan, you may request a waiver of the signature requirement if there are **exceptional circumstances** that make it inappropriate to obtain your spouse's signature. You must attach either a court order or a governmental agency determination issued by the appropriate department or division head. These documents must recite the exceptional circumstances. For example, a court order could: indicate that you and your spouse have been maintaining separate residences with no financial relationship for three or more years; or indicate that your spouse abandoned you but, for religious or other compelling reasons, you chose not to divorce; or state that you may borrow money from or withdraw your TSP account notwithstanding the absence of your spouse's signature.

SECTION III

12-13: You must sign and date this section certifying that the information you provided is true to the best of your knowledge.

SECTION IV

14-18: The TSP completes this section.